



## POSITION DESCRIPTION

---

**CLASSIFICATION TITLE**      **Lead Inspector**                      **WORK AREA**      **Electrical Inspection**

**CLASS CODE**                      **4302/Nonexempt**                      **EFFECTIVE DATE: January 18, 2001**

**FUNCTION**      Technical work inspecting all construction projects in the unincorporated areas of Seminole County in accordance with applicable County and State Electrical Codes.

### **EDUCATION AND EXPERIENCE**

High School Diploma or GED and five (5) years experience as an Electrical Inspector, Journeyman or Master Electrician, or as a Construction Superintendent. *A comparable amount of education, training, or experience may be substituted.*

### **SPECIAL REQUIREMENTS**

Thorough knowledge, training and experience in the methods utilized in building construction, inspection, and in the examination of plans and drawings. Through knowledge of the National Electrical Code, Florida Electrical Code and local electrical codes.

Ability to work effectively with the general public, building trades, and other County Departments. Must possess the ability to communicate effectively both orally and in writing. Must possess good customer service skills.

Must possess and maintain a Journeyman electrical license; a Masters electrical license is preferred. Must be certified by the State of Florida as a commercial and residential electrical inspector as defined in Florida Statute 468. Must meet continuing education requirements as defined by Florida Statute 468.

Must possess and maintain a Valid Florida Driver's License.

### **ESSENTIAL FUNCTIONS**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Performs timely inspection of new and existing buildings to ensure their electrical safety. Investigates complaints and issues notices of non-compliance with existing codes. Completes Inspector's Daily Activity Log. Reviews technical reports pertaining to electrical projects.

Advises supervisory personnel of any field conditions, which are potentially hazardous and/or controversial.

Provides direction and/or technical assistance to contractors and property owners on building projects. Cross-trains with Fire Inspection Staff to become proficient in Fire Safety Inspections.

Performs other duties as assigned or as may be necessary.

### **WORKING CONDITIONS**

This position performs some office duties, however most components of work are performed outdoors in all weather conditions. Incumbent must have the physical ability to climb, erect, carry, and descend safety rated extension ladders. Must have the ability to climb and descend construction scaffolding. Incumbents in this classification would be exposed to dust, dirt and fumes found in a construction area. Incumbents must follow safety procedures carefully.